

EXHIBIT VIII-6

CALSTARS 55
(Rev. 4/08)

GENERAL PURPOSE POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

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LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
TC	Transaction Code	Enter a 3-position numeric or alpha-numeric code that identifies each accounting event. Required on all transactions.
MODIFIER	Modifier	<p>Enter the Modifier code, as appropriate. No modifier is necessary when recording an original document (not previously entered).</p> <p>Blank - Modifier code not required. If liquidating an encumbrance document, a blank is treated the same as a partial payment.</p> <p>A - Allows posting to a closed document.</p> <p>C - Closes a document to preclude further posting.</p> <p>F - Final posting. When making a final payment that liquidates GL 6150 encumbrance documents, the F modifier closes the document and automatically brings the balance of the document to zero. The liquidation amount to bring the balance of the document to zero may be different than the payment amount entered on the transaction. For all other types of documents, the F modifier closes the document and will liquidate the documents for the amount entered on the transaction. The F modifier does not automatically bring the balance of non-encumbrance documents to zero.</p> <p>I - Inactive. Used to override an inactive table entry to allow the transaction to post. Does not change the table Active/Inactive indicator.</p> <p>P - Partial payment or receipt. Liquidates the previously entered document for the amount of this transaction (Same as "Blank").</p> <p>S - Saves the document. Places '999999' in the Close Date so that the document is not purged from the Document File.</p>
FFY	Funding Fiscal Year	Enter the Funding Fiscal Year to which the transaction applies. Required on all transactions. (For example, Fiscal Year 2008-2009 is coded as 2008.)
REF DOC/S	Reference Document Number and Suffix	References a record on the Document File , e.g., when coding an expenditure affecting a previously entered encumbrance, the Reference Document Number identifies the encumbrance document.
VENDOR/S	Vendor Number and Suffix	Identifies the supplier, contractor or employee involved in a transaction. The first ten positions identify the vendor while the two-position suffix distinguishes between multiple mailing addresses.

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Field	Title	Coding Requirements
RPI	Reportable Payments Indicator	<p>Enter one of the following, or leave blank, as appropriate: (See Volume 1, Chapter XII for information on how Reportable Payments are identified and reported in CALSTARS.)</p> <p>Blank - Not a Late Payment Interest Penalty or Subject to Use Tax.</p> <p>8 - Small Business Late Payment Interest Penalty. Code for the <u>calculated amount of the penalty only</u>; not the amount subject to the penalty. (RPI #8 displays data on the W07 Report but is printed on the Remittance Advice as RPI #5: Interest).</p> <p>9 - Subject to Use Tax.</p>
INVOICE	Invoice Number	<p>(Optional) The invoice field may be used to record data in three ways:</p> <p>(1) To print a message on the Remittance Advice Slip (previously recorded on the D54 Descriptor Table):</p> <ul style="list-style-type: none"> Place a hyphen (-) in the left-most position of Invoice Number; and Key the three-character D54 Table control key (message number) in the next 3 positions of the invoice number; and optionally, Key the invoice number in the remaining 10 positions of the Invoice Number or tab to the next field. <p>(2) To show the Vendor's invoice number on claim schedule transactions, up to 14 digits/characters may be printed on the remittance advice slip (RA). Up to 4 additional lines may be printed on the RA by entering consecutive transactions with all the same data (except the Invoice Number) and use a zero dollar amount. The invoice data for each transaction should be unique.</p> <p>(3) To print information on automated check transactions, the fund code and up to 14 characters of transaction information are printed in the upper-left box of the check. If this field is blank, only the fund code appears.</p>
DOC DATE	Document Date	Enter the 8-digit document date in MM/DD/YYYY format. When used with automated claim schedule transactions, the Document Date is printed on the Remittance Advice Slip. Leave blank for automated check transactions.
CUR DOC/S	Current Document Number and Suffix	Enter the number of the document currently being processed , if applicable. This number must be unique for TCs posting to the Document File. If the transaction posts to the Document File, it left-justifies and right-zero fills. If the transaction is in a claim schedule batch, use this field <u>only</u> for Contract Number or Purchase Order Number. The document number will print on the face sheet.

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POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
INDEX	Index Code	Use an Index Code to post encumbrances, expenditures or revenue/receipts to internal organizational levels. This field is optional based on Transaction Code requirements and agency needs. It is controlled by the agency through values entered in the Data-Related Error Severity Segment of the Organization Control Table and posting level indicators in the Appropriation Symbol and Index Code Tables.
OBJ DTL/ AO	Object Detail and Agency Object	Enter the Object Detail used to identify the goods or services for which an encumbrance or expenditure/abatement is recorded per the UCM. (Optional) Enter an Agency Object used to further classify the type of service or goods for internal agency reporting purposes.
PCA	Program Cost Account	Identify the Program Cost Account number to be charged or credited.
AMOUNT	Amount	Enter the transaction amount. Required on all transactions. A zero amount (not blank) is a valid value. Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for optional commas and the decimal point.
REVERSE	Reverse Code	Enter one of the following: Blank - Normal transaction. R - Reverse. Assigns an opposite sign (+,-) to the normal debit and credit General Ledger accounts in the Transaction Code (TC). R is not allowed for some TCs and should not be used with automated claim schedule TCs. Transactions which do not allow an R contain that message on the Transaction Illustration, Volume 5.
PROJ/WP	Project and Work Phase	(Optional) Enter a specific grant or Project Number and a Suffix to identify specific phases of a grant or project. This field is optional since the Project and Work Phase may be automatically referenced by either the PCA or the Index Code.
LC DPOSIT	Location Deposit Number	(Optional) Enter the Location Code and the Report of Deposit number. Both the 3 digit location code and the 10 digit deposit number are found on the deposit slip.
SOURCE/ AS	Source Code and Agency Source	Enter a Source to identify receipts or receivables as specified in the UCM. (Optional) Enter an Agency Source to further classify the receipt source for internal agency reporting purposes.
CHECK	Check Number	Enter the Check Number on manually produced checks. Leave blank for automated check or non-check entries.

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
<u>Funding Segment:</u>		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
APPN SYM	Appropriation Symbol	Enter an Appropriation Symbol, as appropriate.
FUND SRCE	Fund Source	Enter a Fund Source, as appropriate.
FUND/ DTL	Fund and Fund Detail	Enter a Fund, as appropriate. (Optional) Enter a Fund Detail, as appropriate.
METHOD	Funding Method	Enter a Method, as appropriate.
BUD SEQ	Budget Sequence	Enter the code that identifies the budget sequence number, as appropriate, to which a transaction must post.
SUBSIDRY	Subsidiary	Enter the code that identifies the General Ledger Subsidiary account, as appropriate, to which a transaction must post.
GLAN	General Ledger Account Number	Enter the code that identifies the debit or credit general ledger accounts, if required, to which the transaction must post. Applicable only to GL Input transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank. For manual check transactions, the Due Date is the check date. For automated check transactions, this field must be blank because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) Enter a code to identify activities within a PCA. This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) Enter the code to accumulate financial data by geographic location.
MULTI- PURPOSE	Multipurpose	(Optional) Enter the code to track agency-specific operations that are not included in the CALSTARS classification structure.
ERR OVRD	Error Override	(Optional) Enter W to treat Fund Control errors as "Warnings" if the errors are designated as "Fatal" on the Organization Control (OC) table's Data and Fund Error severity segments.
VEND INFO	Vendor Information	(Optional) To use the vendor information fields, code any alphanumeric character. When Enter is pressed, a pop-up window will appear to allow the vendor information to be keyed. The Vendor Number/Suffix must be blank. If the Vendor Number is not used, the transaction will not post to the Vendor Payment File.

BATCH HEADER SLIP PREPARATION

All CALSTARS transactions originate from source documents or automated system processing actions. Posting tags for transactions originating from source documents must be batched and a Batch Header Slip (CALSTARS 25) prepared before the batch goes to the data entry point. Batching consists of:

- ✧ Separating the CALSTARS posting tags by type and by other classifications, as appropriate;
- ✧ Creating an adding machine tape showing the number of transactions in the batch and the total batch amount;
- ✧ Preparing a Batch Header Slip; and
- ✧ Attaching all of the documents to the Batch Header Slip along with the proof adding machine tape.

The Batch Date on the Batch Header Slip should normally be the date the document is expected to be keyed and released for system processing.

The Batch Header Slip is shown in Exhibit VIII-8. Instructions for completing the Batch Header Slip are contained in Exhibit VIII-9.